

Welcome!

Welcome to the new AFIDS.

This document describes the process for logging on to AFIDS. These instructions apply to current members of Angel Flight West, or other users who have been provided a username and password by the Angel Flight West staff.

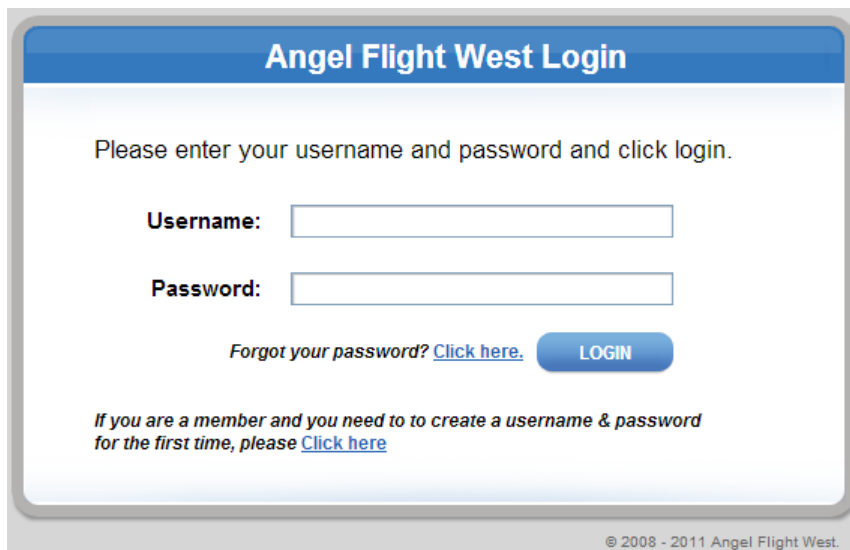
Note: In AFIDS 1.0, you had the option to log in with a username and password, or with your member ID. In AFIDS 2.0, you must have a username and password in order to log in. If you do not currently have a username, please follow the instructions below for, “If you do not yet have a username and password.”

If you already have a username and password

If you have a username and password from the previous version of AFIDS, you can simply use it to log on to AFIDS 2.0.

Note: If you’ve forgotten your password, please follow the instructions below for resetting your password.

1. Go to <http://afids.angelflightwest.org>. You will see the login screen.



2. Simply enter your current username and password and click the Login button.

Note: Both the username and password are case-sensitive.

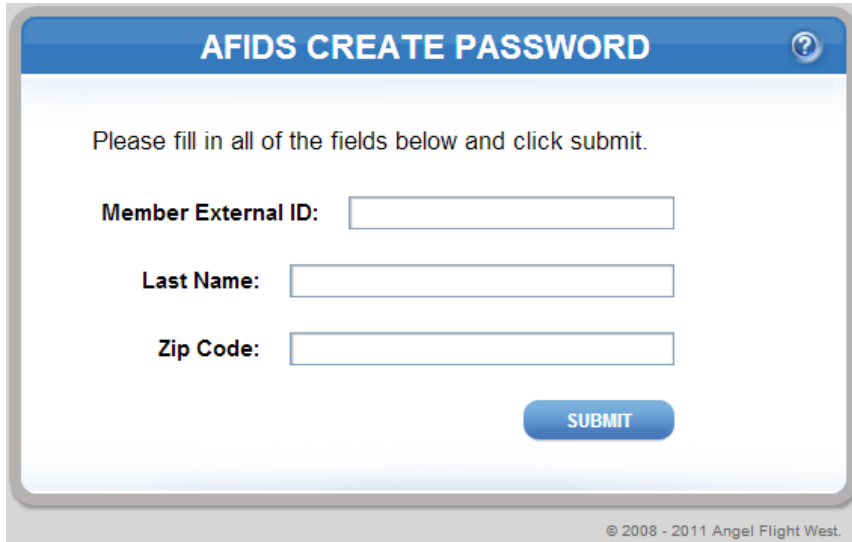
If you do not yet have a username and password

When you use AFIDS for the first time, you need to start by creating a username and password for yourself. You should keep these credentials private and secure.

When your membership application was processed by the staff, you should have received an email from Angel Flight West with your Member ID. You will need this number to create your username

and password. If you did not receive that email, please send an email to support@angelflightwest.org to have the information re-sent to you.

On the AFIDS logon screen, you will see a link at the bottom for new users to create a username and password. Click this link.



The image shows a web form titled "AFIDS CREATE PASSWORD" with a blue header and a question mark icon. Below the header, the text reads "Please fill in all of the fields below and click submit." There are three input fields: "Member External ID:", "Last Name:", and "Zip Code:". A blue "SUBMIT" button is located at the bottom right of the form area. At the very bottom of the page, there is a small copyright notice: "© 2008 - 2011 Angel Flight West."

Enter the aforementioned Member ID, along with your last name and zipcode. Please note that these must match the information you provided when you registered.

Note: You would use this function to create a username and password for yourself for the first time. If you want to change your password once it's been created, use the change password function in the "Your Account" section. If you forgot your password and need to reset it, you can click the "Forgot password" link on the previous screen.

Once you have logged in successfully using your Member ID, last name and zip code, you will be asked to choose a username and password:



The image shows a second web form titled "AFIDS CREATE PASSWORD" with a blue header and a question mark icon. Below the header, the text reads "Please enter your new username and password to submit and login." There are three input fields: "Username:", "Password:", and "Confirm Password:". A blue "SUBMIT & LOGIN" button is located at the bottom right of the form area. At the very bottom of the page, there is a small copyright notice: "© 2008 - 2011 Angel Flight West."

Note: The usernames must be unique in the system, so you may need to modify your chosen username if someone has already taken that username.

Resetting your password (Forgot password)

If you already have a username and password in the system, but have forgotten one or both, you can reset your password.

On the login screen, click the “Forgot your password” link.



The screenshot shows a web form titled "AFIDS FORGOT PASSWORD" with a help icon. The form contains the following text: "Enter either of the two items below, your username if you can remember it, or your Angel Flight West Member ID. You'll be able to reset your password, following a link we sent." Below this text are two input fields: "Username:" followed by a text box, and "Member ID:" followed by a text box. Between the two fields is the word "OR". At the bottom of the form are two buttons: a blue button with the text "<< back to login" and a blue button with the text "SUBMIT". At the very bottom of the page, there is a small copyright notice: "© 2008 - 2011 Angel Flight West."

Enter either your username or member ID. An email will be sent to the email address we have on file for you with instructions on how to reset your password.

If you do not receive the email, please check your spam folders, and then send an email to support@angelflightwest.org.

Please note that your password is secure. The Angel Flight West staff does not have access to your password and cannot retrieve it for you.

The instrument panel

When you have successfully logged on, you will see the instrument panel. This is your home screen, an example of which is shown below.

The map which appears in the Instrument Panel shows all upcoming missions for the organization. If you wish to search for missions that are appropriate for you, click on one of the Missions buttons in the top left of the page (see #1).

1. Missions. These buttons link to searchable missions views:
 - a. Avail shows available missions in a list view. You can filter and sort the missions to find missions appropriate for you.
 - b. Pending shows all upcoming missions, both filled and available.
 - c. Map shows missions in a map view, like above, except with the ability to filter the view.
2. Account settings. In this section, you can change the settings in your profile, and set preferences for AFIDS that make it easier to use.
3. Other functions. In the left navigation, you have access to other member functions, like filing a mission report, or viewing the calendar of events.